

## WEST CONTRA COSTA HEALTHCARE DISTRICT

<b>BOARD POLICY</b> <b>Section I - #2</b>	Page 1 of 1
	Effective Date:
Subject:  <b>Adoption/Amendment of Policies</b>	Revised Date: <b>05/23/12</b>
	Approved By:

Consideration by the Board of Directors or a Committee to adopt a new policy or to amend an existing policy may be initiated by any Director, Committee Member or by the Chief Executive Officer. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to each Director and Committee Member and the Chief Executive Officer through Administration, and requesting that the item be included for consideration on the agenda of the appropriate meeting of the Board of Directors or Committee.

Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors or Committee by a simple majority vote.

Before considering adopting or amending any policy, Directors or Committee Member shall have the opportunity to review the proposed adoption or amendment prior to the meeting at which consideration for adoption or amendment is to be given. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting consideration.

Adopted from California Special Districts Association Sample Policy Handbook

*Adapted from the California Special Districts Association Sample Policy Handbook*